

Preventing Improper Environmental Laboratory Practices

Registration

- Fee: \$125.00 (payable to APHL)
- Registration Deadline: October 9, 2006
- Register online at
<http://www.nltm.org/courses>.
If you have difficulty with the online registration process, please phone 615.262.6315 or send an e-mail to seoffice@nltm.org.
- Cancellation policy: Cancellations before the deadline date will be refunded minus a \$15.00 processing fee. Cancellations after the deadline date will not be refunded. Registrations which cannot be accepted due to over enrollment will be refunded in full.
- **Upon receipt of your registration, a confirmation letter will be sent by e-mail to registered participants. IF YOU DO NOT RECEIVE A CONFIRMATION LETTER YOU MAY NOT BE COMPLETELY REGISTERED.**

Special Needs

In compliance with the Americans with Disabilities Act (ADA), individuals requiring special accommodations should notify the NLTN office at 615.262.6315 at least two weeks before the workshop.

Continuing Education Credit

The Association of Public Health Laboratories (APHL) is approved as a provider of continuing education programs in the clinical laboratory sciences by the ASCLS P.A.C.E.® Program. Participants who successfully complete this program will be awarded 6 contact hours.

588-439-06

National Laboratory Training Network
P.O. Box 160385
Nashville, TN 37216
<http://www.nltm.org>

Please Copy and Post.

National Laboratory Training Network
Quality Laboratory Practice Through Continuing Education

Preventing Improper Environmental Laboratory Practices



October 23, 2006

Richmond, VA

Sponsored by
**Division of
Consolidated
Laboratory
Services,
Commonwealth of
Virginia
&
National Laboratory
Training Network**



Preventing Improper Environmental Laboratory Practices

Description	Agenda	Faculty
<p>This intermediate-level program will provide guidance on the general quality assurance/quality control (QA/QC) requirements to acquire technically and legally defensible environmental data from both field and laboratory operations.</p> <p>Participants will learn the principles for preventing improper practices based on the requirements found in the NELAC standards (2003) which includes the ISO/IEC 17025, "General Requirements for the Competence of Testing and Calibration Laboratories".</p> <p>The course handouts include training documents, templates, and other references for developing and implementing training programs in your laboratory.</p>	<p>Monday, October 23, 2006</p> <p>8:00 a.m. Registration</p> <p>8:30 Ethical Program Materials</p> <p>What is an Ethical Program?</p> <p>Documentation of Ethical Conduct</p> <p>10:30 Break</p> <p>10:45 Data Handling Protocol</p> <p>Do's and Don'ts</p> <p>Calibration and QC Practices</p> <p>Archiving Data</p> <p>11:45 Lunch (provided)</p> <p>12:30 p.m. Electronic Data Handling Protocol</p> <p>GALP—What is it?</p> <p>Electronic Data Integrity</p> <p>Computer Software for Validation and Verification</p> <p>Handling Electronic Data Calculations</p> <p>Security and Protection Calculations</p> <p>2:30 Break</p> <p>2:45 Record Keeping Principles</p> <p>Corrective Action Program</p> <p>Log Book Protocols</p> <p>Traceability of Data</p> <p>Data Review</p> <p>3:45 Evaluation</p> <p>4:00 Adjourn</p>	<p>Marlene O. Moore, President Advanced Systems, Inc.</p> <p>Ms. Moore has managed environmental sampling and testing laboratories for over 20 years before entering the consulting field. She currently serves as an ISO 9000 auditor and an assessor for ISO/IEC 17025. She was trained as an auditor under the EPA Safe Drinking Water Program for state auditors for inorganic, organic, and microbiology.</p> <p>Audience</p> <p>This workshop is designed for quality assurance officers, laboratory managers and supervisors, and analysts in the environmental laboratory.</p>
<p>Objectives</p> <p>At the conclusion of this program, the participants will be able to</p> <ul style="list-style-type: none">• outline the process of developing a laboratory ethics program;• define quality assurance practices used for preventing improper practices;• describe different types of electronic data handling of records including some background on the Good Automated Laboratory Practices (GALP) and data archiving; and• list examples of proper data handling practices along with a list of do's and don'ts for data manipulations.		<p><i>The National Laboratory Training Network is a training system sponsored by the Association of Public Health Laboratories (APHL) and Centers for Disease Control and Prevention (CDC).</i> http://www.nltn.org</p>

National Laboratory Training Network Registration Form

(Please type or print.)

Training Event Title: Preventing Improper Environmental Laboratory Practices **Event Type:** Workshop

Date: October 23, 2006

City/State: Richmond, VA

Course Number: 588-439-06

Applicant Information:

(Dr./Mr./Miss/Ms./Mrs.)

Title: _____ M.I. _____ Last Name: _____

Position Title: _____ State Licensure Number (If applicable): _____

Employer's Name: _____

Mailing Address: (Please specify, Employer's or your Home address?)

City: _____ State/Country: _____ Zip/Postal Code: _____

Work Phone Number: _____ Work Fax Number: _____

E-mail Address: _____ (E-mail future training event notifications? Please circle, YES or NO.)

Signature of Applicant: _____ **Date:** _____

(Please review all options in the three categories before circling the one most appropriate in each category.)

Occupation

Physician 01
Veterinarian 02
Laboratorian 04
Nursing Professional 05
Sanitarian 06
Administrator 08
Safety Professional 11
Educator 13
Epidemiologist 14
Environmental Scientist 15
Other _____ 12

Type of Employer

Health Department (State or Territorial) 01
Health Department (Local, City or County) 03
Government (Other Local, not City or County) 04
Centers for Disease Control and Prevention 05
U.S. Food and Drug Administration 09
U.S. Department of Defense 11
Veterans Administration Medical Center/Hospital 12
Other (Federal Employer) _____ 15
Foreign 16
College or University 19
Private Industry 21
Private Clinical Laboratory 23
Physician's Office Laboratory/Group Practice 24
Hospital (Private Community) 17
Hospital (Other) 33
State Funded Hospital 25
City or County Funded Hospital 26
Health Maintenance Organization 28
Non-profit 31
Unemployed or Retired 32
Other _____ 30

Education Level (Highest Completed)

Degree
Associate 04
Bachelor 05
Masters 06
Doctoral (M.D.) 07
Doctoral (Other than M.D.) 08
Technical/Hospital School 09
Some College 03
High School Graduate 02
Some High School 01
Other _____ 10

Registration Fee: \$125.00

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Register online at

<http://www.nltcn.org/courses>.

Or submit your completed registration form to

NLTN Nashville Office

P.O. Box 160385

Nashville, TN 37216

Or by Fax to 615-262-6441

☐ Enclosed is my check or money order payable to APHL.

☐ Bill my credit card. (Circle one.)
VISA Master Card
American Express

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____

Card Holder's Signature: _____

Date: _____

Amount of Payment: _____

YES! I would like to receive your electronic NLTN Newsletter!

Name: _____

E-mail: _____

Please print clearly – we frequently have e-mails undelivered because we cannot read the writing.

Refund Policy: Cancellations prior to the deadline date will be refunded minus a \$15.00 processing fee. Cancellations after the deadline date will not be refunded. Registrations which cannot be accepted due to over enrollment will be refunded in full.